

THURSDAY, FEBRUARY 4, 2021

MINUTES

Date: Thursday February 4, 2021

Location: ZOOM Meeting

Present: Chris Mayne
 Mark King
 Terry Kelly
 Sherry Culling
 Tanya Vrebosch
 Dean Backer

Staff: Jamie Lowery, CEO
 Billy Brooks, Finance Manager
 Angie Punnett, Director of Operations
 Julie Pilkey, Recording Secretary

Regrets:

Guests: Dave Smits, Project Manager
 Shani Giroux, Director of Operations
 Dean Decaire (BDO)
 Jillian Duchesne, Resident & Family Navigator
 Blanche-Helene Tremblay (Family Council)

	ITEM	ACTION
A.	CALL TO ORDER	
	<p><i>"Moved by Dean Backer and seconded by Sherry Culling that the meeting be called to order at 5:10 p.m."</i></p> <p>Res. #01-21 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p><i>"Moved by Mark King and seconded by Dean Backer that the Board approve the agenda for this meeting, as presented."</i></p> <p>Res. #02-21 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>"Moved by Dean Backer and seconded by Sherry Culling that Tanya Vrebosch declared a conflict of interest for discussions relating to the DNSSAB and Point Click Care. Tanya's brother is an employee at PCC."</i></p> <p>Res. #03-21 <u>Carried</u></p>	
	3. Approval of Minutes	
	<p>3.1 Approval of Minutes of the Regular Meeting held on December 17, 2020</p> <p><i>"Moved by Sherry Culling and seconded by Terry Kelly that the minutes of the Regular Meeting held on December 17, 2020 be adopted as presented."</i></p> <p>Res. #04-21 <u>Carried</u></p>	

4. Business Arising

4.1 COVID-19 Update

Testing of staff and essential caregivers is ongoing. 13 tests came back last week as “low grade”. After retesting, all came back negative.

Rapid testing to begin the week of Feb. 16/21. Angie noted there are different rules for northern Ontario, employing our own screeners. Staff will have to wait outside until the rapid test results show a negative result. Rapid testing will also be given to Contractors. Still looking into the process for caregivers.

Any staff or caregivers refusing to be tested are not allowed in the building. Outside essential contractors must provide proof of a recent COVID test.

197 Cassellholme residents were vaccinated last week, Jan 27/21. The 2nd dose will be the end of February. This has not been announced to the media yet.

There were 7 additional vaccines left over and were given to the RPN’s assisting to vaccinate.

70% of staff have consented to have the vaccine.

Jamie signed an MEST initiative with the hospital. If we get below 30% staffing, they will send aides to help. MOHLTC would also send inspectors. Volunteers would go to homes under the LTC Act.

It was noted that the UK strain was identified in North Bay today.

Over the Christmas holidays, the front door screeners asked questions to keep visitors from other regions from entering our home.

5. Cassellholme Operations

5.1 Approval of 2021 Operating Budget + Levy (Billy Brooks)

Billy provided a presentation to review the 2021 operating budget and discussed the 2.99% increase to the municipal levy. Presentation available upon request.

Jamie announced Billy’s new title as Director of Finance & IT.

Tanya Vrebosch declared a conflict of interest relating to the DNSSAB and Point Click Care.

“Moved by Mark King and seconded by Terry Kelly that the Board approve the 2021 Operating Budget and Municipal Levy, as presented.”

Res. #05-21

Carried

“Moved by Dean Backer and seconded by Sherry Culling that the Board approve the Point Click Care and Castle Arms portions of the 2021 Operating Budget and Municipal Levy, as presented. Tanya Vrebosch did not vote.”

Res. #06-21

Carried

5.2 2020 Audit Planning Report (Dean Decaire, BDO)

Dean Decaire provided a presentation to discuss the 2020 Audit Planning Report. (included in package) If anyone has further questions, they are to email Chris to forward to Dean Decaire. Dean will bring answers to the April AGM meeting.

Dean Decaire left the Zoom meeting at the end of his presentation.

“Moved by Mark King and seconded by Terry Kelly that the Board approve the 2020 Audit Planning Report, as presented by BDO.”

Res. #07-21

Carried

Family Council requesting Billy attend a Family Council meeting to discuss the budget with their members.

Billy to attend Family Council Meeting

	<p>5.3 Cassellholme Operations Update Update was included in package from Clinical Services and the HR Department. Jamie informed the Board, moving forward, the Board packages will include an update report from each department.</p>	
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6. Redevelopment

	<p>6.1 Redevelopment Update The Board has requested Dave provide a written report for future meetings. RFP closed – Feb 3, 2021. Legal team will need 3 days to review. Evaluation committee will use a tool for scoring with support from the Procurement office. The members of the Evaluation Committee are Angie Punnett, William Brooks, Ellen Whittaker, Dave Smits, and the Architects for resources. Proposals will be ranked to short listed submissions. Discussions and meetings will follow. Takeways and substitutions will be considered to reduce costs. Final ranking is scheduled for March 29, 2021.</p>	
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7. Community Support Services

	<p>Surplus from the LHIN to be used to train PSW’s and Homemakers. Looking at renovating the hallway to add a door/wall to allow tenants from Castle Arms to enter the building from the outside entrance without coming into Cassellholme. Also looking at some funding to upgrade the interior of the 400 Club’s kitchen, etc.</p>	
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8. New Business

	<p>8.1 ONA Collective Agreement Ratification Vote (Shani Giroux) Shani Giroux presented the Terms of Settlement for the ONA Collective Agreement.</p> <p><i>“Whereas – The Collective Agreement between Cassellholme and ONA Local 20 expired on March 31, 2020; and Whereas – The parties to the Collective Agreement reached a tentative settlement on January 14, 2021, as per the terms outlined in the attachment; and Be It Resolved – That the Board ratifies the Collective Agreement between Cassellholme and ONA Local 20.”</i></p> <p><i>“Moved by Sherry Culling and seconded by Dean Backer that the Board approve the Collective Agreement between Cassellholme and ONA Local 20, as presented.”</i></p> <p>Res. #08-21 <u>Carried</u></p> <p>8.2 Initial Staff Survey Results (Shani Giroux) The survey was distributed on February 1/21 using an electronic format with 5 questions, plus a feedback section. Results will be used to improve culture. To date, 87 responses have been received, representing a 24% return rate. A response of 30% is considered a successful response. Once the deadline is complete and a summary is compiled, a report will be presented to the Board. More information included in the HR Update included in package.</p> <p>8.3 Saying Goodbye Booklet (Jillian Duchesne) Jillian Duchesne, Resident and Family Navigator, presented the finished copy of the Saying Goodbye booklet, created with the Family Council. The booklet will be implemented with Tracy Davis, Spiritual and Wellness Coordinator. The intent is to improve processes to help families prior to residents passing away.</p>	
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9. In-Camera

	<p>Jillian Duschesne and Blanche-Helene Tremblay left the Zoom Meeting.</p> <p><i>“Moved by Mark King and seconded by Terry Kelly that the Board proceed to an In-Camera Session at 7:25 p.m.”</i></p> <p>Res. #09-21 <u>Carried</u></p> <p>9.1 Redevelopment – Legal Issue 9.2 Redevelopment – Cost Saving Considerations 9.3 Discussion of an Identifiable Person</p> <p><i>“Moved by Terry Kelly and seconded by Dean Backer that the In-Camera Session be adjourned at 9:32 p.m.”</i></p> <p>Res. #10-21 <u>Carried</u></p> <p>Action items resulting from the in-camera session: Jamie to provide the Board with an outline of liability and risk details The Board would like an explanation or our Finance & Procurement committee roles, and who can they communicate with? Jamie to ask Paul Emanuelli to provide an education session – what are some appropriate questions to ask and/or answer?</p>	Jamie
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B. CORRESPONDENCE

	<p>B.1 Thank you email from the Rancourt family.</p>	
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C. REQUEST FOR FUTURE AGENDA ITEMS

	<p>No items noted</p>	
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D. DATE OF NEXT MEETING

	<p>Thursday February 25, 2021 @ 5:00 p.m. – or at the call of the Chair.</p>	
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E. ADJOURNMENT

	<p><i>“Moved by Tanya Vrebosch and seconded by Sherry Culling that the meeting be adjourned at 9:33 p.m.”</i></p> <p>Res. #11-21 <u>Carried</u></p>	
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Secretary

Chairman